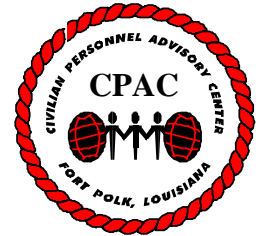




CIVILIAN PERSONNEL ADVISORY CENTER FORT POLK, LOUISIANA 71459-5341



"A Return to Prominence -- The Year to Excel."

CPAC INFORMATION BULLETIN
NUMBER 70

MAY 2005



The NSPS statute provides for a "meet and confer" period during which employee representatives meet with DoD and OPM officials for no less than 30 days to discuss union concerns and recommendations regarding the NSPS proposed regulations and attempt to reach agreement. These sessions started on April 18, 2005, and are being facilitated by the Federal Mediation and Conciliation Service. The DoD/OPM team and the union representatives are meeting each day.

WEEK ONE - April 18-22, 2005

- Meet and Confer Procedures - Parties discussed meet and confer procedures, including ways to document tentative agreements and/or understandings and how the DoD/OPM team will provide feedback from senior leadership.
- Review of union comments on proposed NSPS regulations - DoD and OPM went through all subparts of the proposed regulations, summarizing and responding briefly to comments submitted by the unions and clarifying issues that were raised. Many subjects were addressed during the walk

through, with agreement to revisit them.

- Starting April 25th, the DoD/OPM team agreed to provide detailed briefings on: classification, pay, performance management, staffing, and reduction in force. This will include details such as potential pay banding structures, pay setting procedures and policies, and performance management processes. More detailed discussions will follow.

Some Specific Areas of Discussion:

- Documentation of performance requirements - detailed discussions took place on the concept of written performance requirements. DoD/OPM agreed that NSPS would require written performance standards. Attempts under way at a tentative agreement regarding written documentation of performance standards.
- Eligibility and Coverage - discussions occurred over which categories of bargaining unit employees are eligible for coverage under NSPS human resources, appeals, and labor relations system. DoD provided a paper outlining coverage eligibility ([click here](#)).
- "Intent" of NSPS Regulations - Unions requested that any explanation of "intent" of DoD and OPM be in writing. DoD/OPM team advised that intent would be explained in Supplementary Information in final regulations.

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- Implementing Issuances - DoD/OPM team indicated issues raised relative to Implementing Issuances will be addressed throughout the meet and confer process, including a better definition, the continuing collaboration process and impact on collective bargaining agreements.
- Reduction in force (RIF) and Veterans Preference - Extensive discussion of veterans preference, particularly in reduction in force. DoD/OPM team explained how proposed NSPS RIF rules preserve veterans preference; unions disagree.
- Program evaluation - Discussion took place regarding union involvement in evaluation of NSPS, including planning, formulating what data to obtain, ways to obtain data, and analysis of data. Unions asked to find creative ways to keep process manageable; agreed to provide examples of experiences in evaluating personnel systems.
- Unions submitted questions on pay and pay administration, and on labor relations, employee coverage and performance; DoD and OPM agreed to review and discuss.

WEEK TWO - April 25-28, 2005

Week Two of the NSPS meet and confer period touched on several areas of the proposed regulation, with the focus on compensation architecture (pay banding and classification), pay, and performance management. The NSPS PEO and OPM technical experts provided briefings with details on examples of how each of these provisions could be implemented. The unions were asked to provide input and suggestions and indicated they will submit proposals.

Some Specific Areas of Discussion:

Compensation Architecture: Although many of details in this area will be included in "implementing issuances" (e.g., DoD directives, instructions, manuals), the DoD/OPM team led intensive discussions in

this area, resulting in valuable interchange between the parties.

- Pay bands - DoD and OPM provided examples of potential career groups and pay bands, and how jobs will be classified in this new structure. Discussion included pay setting for new employees and current employees.
- Pay setting, rate range adjustments, and local market rates - DoD/OPM provided information on how pay band rate ranges and local market supplements would be determined under NSPS, pointing out that decisions on those matters would be made at the DoD level; unions were asked for ideas on how they could participate in that process.
- Conversion to NSPS - unions were advised that DoD plans to convert employees into NSPS in the same series at the same rate of pay, with some employees receiving a prorated share of their within grade increase at the time of conversion.
- Wage grade employees - DoD/OPM also advised that Federal Wage System employees would not be subject to pay banding until Spiral Two, so that adequate time is available to study pay banding in a wage grade environment.

Performance Management: discussion centered on the performance appraisal process, notional performance factors, pay pool management, and the process for employees to request reconsideration of performance ratings.

- Appraisal process - DoD/OPM discussed potential rating schemes, in particular a 5-level rating system that would replace existing schemes, including pass/fail. Parties discussed potential issues and concerns with multi-level rating systems; unions emphasized need to adequately define the levels so that employees clearly understood the differences.

- Employee participation in process - discussion focused on employee vs. supervisor accountability in the process, and the importance of increased communication between supervisors and employees; unions expressed concern that the concept of employee "self-assessment" in performance evaluation would shift the burden from the supervisor; unions asked to provide suggestions for enhancing supervisor accountability and checks and balances to ensure objectivity in supervisor evaluations.
- Notional performance factors - DoD/OPM provided list of potential standard performance factors that all employees would be evaluated against, pointing out that the factors would be validated to ensure they are applicable to DoD jobs; unions requested definitions of factors since they can have different meanings to individuals. Although unions were advised performance standards are not subject to bargaining, they were asked to provide input and advised there would be continuing collaboration on performance factors.
- Pay pool management - discussed pay pool process, emphasizing that the first level supervisor's rating will be reviewed by higher level officials, including pay pool panels; confirmed that pay pool panel reviews are merit-based, and not a vehicle for forced distribution of ratings.
- Reconsideration process - DoD/OPM briefed that employees will have access to a formal administrative process to request reconsideration of performance ratings, and requested union input on structuring the process; unions made it clear that bargaining unit employees should be able to grieve performance ratings, with third party arbitration as a final step, and suggested this as a topic for national level bargaining. They also encouraged the use of alternative dispute resolution (ADR) in the process.

Management indicated this was an area for further discussion.

Next steps: DoD and OPM provided the unions with a list of issues where management sees possibilities for finding common ground. Unions will review and revise or add to the list for discussion for the week of May 2nd.

FIVE WAYS EMPLOYEES CAN GET READY FOR NSPS

- **Be proactive! Visit the NSPS web site regularly to stay up-to-date on the latest NSPS information**

www.cpms.osd.mil/nsps

- **Review your organization's mission and goals. Think about what you can do to help achieve those goals**
- **View this as a positive change. Make a difference!**
- **Read the Federal Register Notice and comments submitted.**
- **Keep your eyes open for NSPS training opportunities on the installation.**

Stay informed!

FIVE WAYS MANAGERS AND SUPERVISORS CAN GET READY FOR NSPS

- **Reinforce organization's mission and goals.**
- **Help staff understand how their work contributes to achieving those goals**
- **Visit NSPS website regularly to stay up-to-date on the latest NSPS information**

www.cpms.ods.mil/nsps

- **Host periodic formal and informal meetings to share what you know**
- **Establish a peer network**

Lead the way!

MEMORIAL DAY

Memorial Day was originally known as Decoration Day because it was a time set aside to honor the nation's Civil War dead by decorating their graves. It was first widely observed on May 30, 1868, to commemorate the sacrifices of Civil War soldiers, by proclamation of General John A. Logan of the Grand Army of the Republic, an organization of former sailors and soldiers. On May 5, 1868, Logan declared in General Order No. 11 that:

The 30th of May, 1868, is designated for the purpose of strewing with flowers, or otherwise decorating the graves of comrades who died in defense of their country during the late rebellion, and whose bodies now lie in almost every city, village, and hamlet churchyard in the land. In this observance no form of ceremony is prescribed, but posts and comrades will in their own way arrange such fitting services and testimonials of respect as circumstances may permit.

During the first celebration of Decoration Day, General James Garfield made a speech at Arlington National Cemetery, after which 5,000 participants helped to decorate the graves of the more than 20,000 Union and Confederate soldiers buried in the cemetery.



This 1868 celebration was inspired by local observances of the day in several towns throughout America that had taken place in the three years since the Civil War. In fact, several Northern and Southern cities claim to be the birthplace of Memorial Day, including Columbus, Mississippi; Macon, Georgia; Richmond, Virginia; Boalsburg, Pennsylvania; and Carbondale, Illinois.

In 1966, the federal government, under the direction of President Lyndon Johnson, declared Waterloo, New York, the official birthplace of Memorial Day. They chose Waterloo—which had first celebrated the day on May 5, 1866—because the town had made Memorial Day an annual, community-wide event during which businesses

closed and residents decorated the graves of soldiers with flowers and flags.

By the late 1800s, many communities across the country had begun to celebrate Memorial Day and, after World War I, observances also began to honor those who had died in all of America's wars. In 1971, Congress declared Memorial Day a national holiday to be celebrated the last Monday in May. (Veterans Day, a day set aside to honor all veterans, living and dead, is celebrated each year on November 11.)

Today, Memorial Day is celebrated at Arlington National Cemetery with a ceremony in which a small American flag is placed on each grave. Also, it is customary for the president or vice-president to give a speech honoring the contributions of the dead and lay a wreath at the Tomb of the Unknown Soldier. About 5,000 people attend the ceremony annually.

Several Southern states continue to set aside a special day for honoring the Confederate dead, which is usually called Confederate Memorial Day:

- Mississippi: Last Monday in April
- Alabama: Fourth Monday in April
- Georgia: April 26
- North Carolina: May 10
- South Carolina: May 10
- Louisiana: June 3
- Tennessee (Confederate Decoration Day): June 3
- Texas (Confederate Heroes Day): January 19
- Virginia: Last Monday in May

Butterbaugh v. Department of Justice

Administrative Claims for Annual Leave
as a Result of the Decision in Butterbaugh
v.

Department of Justice, 336 F.3d 1332
(Fed. Cir. 2003)

In the CPAC Informational Bulletin dated Dec 04, we provided notice of the Decision in

Butterbaugh v. Department of Justice, regarding administrative claims for annual leave for certain categories of Federal employees. This serves to provide the DoD implementing guidance regarding this decision.

There is a possible impact of the decision in Butterbaugh v. Department of Justice on individuals who, beginning in 1980, were simultaneously Federal employees and (1) Reservists, including Military Technicians, or (2) members of the National Guard and who may have been improperly charged military leave in increments of calendar days, rather than workdays. The Butterbaugh decision reversed the Office of Personnel Management's interpretation of section 6323 of Title 5, United States Code and held that, at least since 1980, section 6323 has required Federal employees to take military leave only on days on which they are required to work in their civilian jobs. Accordingly, agencies should have allowed 15 workdays of military leave for reserve training each year, instead of 15 calendar days, as was the practice, in accordance with OPM's interpretation until December 21, 2000, when section 6323 was amended.

Therefore, current Federal employees, as well as those who have retired or separated from the Federal government who: (1) were charged military leave while they were appropriated fund employees, and (2) believe they have valid leave claims under Butterbaugh, may choose to file claims under the Barring act with the Federal agency or DoD component that charged them leave. Individuals must file claims with the agency responsible for the asserted erroneous leave charges no later than six years from the date or dates they believe they were improperly charged leave. Individuals who chose to file a claim are encouraged to use the claims process set up by the Defense Finance and Accounting Service (DFAS) instead of filing with the DoD component.

Employees will be credited for one (1) day of annual leave for each nonworkday occurring within a period of active duty for which he or she was charged military leave. A maximum of 4 days of annual leave may be credited for each fiscal year. Any annual leave credited as a result of an employee's claim must be placed

in a restored leave account and the restored leave must be used by the employee by the end of the leave year in progress 2 years after the date of restoration. (For employees who receive annual leave credit in leave year 2005, the time limit for using the recredited leave will be the end of leave year 2007, which is January 5, 2008.) Former employees filing a claim must receive a lump-sum payment for any annual leave recredited as a result of that claim, paid at the rate of pay the employee was earning at the time of his or her separation or retirement.

Current or former Federal appropriated fund employees filing claims arising from leave charges at Fort Polk should mail their claims, along with all supporting documents to DFAS Payroll Office, PO Box 33717, Pensacola, FL 31508-3717. In addition, the envelope should be annotated "Butterbaugh Claim." The information required is as follows:

- Your current servicing payroll office;
- Each non-workday that you were charged military leave;
- Your work schedule during the applicable timeframe(s), if other than Monday through Friday;
- Whether you used annual leave or leave without pay to fulfill reserve duty;
- A certificate of attendance for each period of active duty; and
- A copy of your civilian leave and earnings statement reflecting the improper charge of military leave (if available).

The Barring Act does not apply to nonappropriated fund employees. However, current or former nonappropriated fund employees who: (1) were charged military leave, and (2) believe they have valid leave claims under Butterbaugh should contact the NonAppropriated Fund Personnel Office at 531-6631/4955 for advice and assistance in filing a claim.

Appropriated fund employees impacted by the Butterbaugh Decision are asked to review Civilian Personnel Bulletin No. 07-05, which outlines the provisions of the decision and also includes a locally developed claim form to aid in filing claims. Employees may contact a Human Resources Specialist or an Assistant at the CPAC by calling 531-4020, for additional guidance in filing their Butterbaugh claims.

ANYONE CAN BE A LEADER

Discover how to unlock your leadership potential

Some people seem to be born with the capacity for leadership. But most leaders aren't born that way – they *become* leaders by learning a few critical skills and then rising to the occasion.

For example, King George VI of England, who with Winston Churchill led his country to victory in World War II, was painfully shy and remained in the background until he was thrust into a leadership role by historic events.

The truth is that anyone can be a leader under the right circumstances and with the right attitude. Consider these qualities of good leaders:

- **Leaders value the contributions made by others.** Good leaders recognize and encourage the efforts of the people they are leading. They know that it takes everyone working together to succeed.
- **Leaders understand how to turn goals into reality.** They realize that it takes clear thinking, hard work, and commitment to get any job done right. They also have the vision to see beyond the problems.
- **Leaders know how to motivate others.** Good leaders motivate by both word and deed. They are always available to lend a hand and encourage others to persist toward their goals.
- **Leaders give credit where it's due.** They share the limelight with everyone on their team. They know that no contribution is too small to go unrecognized. And they know that a little praise at the right time can make for an outstanding performance.

RESUME BUILDER/ANSWER

Enhancements and features of our new Resume Builder / ANSWER are:

- Army Civilian Resume Builder and ANSWER now together under one login process at www.cpol.army.mil (Resume **must be built** in the CPOL website in order to self nominate through the vacancy announcements at CPOL and/or USAJOBS.)
- Capability to toggle between Resume Builder and ANSWER.
- User friendly/Menu driven - no more scrolling down one long page.
- Enhanced copy, cut, and paste capability - able to copy from ANSWER and paste into Resume Builder.
- Worksheet formats available for work experience, education and additional information - puts information in proper format.
- New job experience entries will automatically be entered at the beginning of the resume.
- One large box for job experience versus six individual boxes - allows for more flexibility.
- Up to 12,000 characters for job experience description.
- Status tracking enhanced - only last 25 entries displayed, with option to view more.
- Enhanced "Help Menus" available for applicant's use.

To learn more on how to apply for Army jobs, please visit our website at:
<http://acpol.army.mil/employment>

When what we are is what we want to be,
that's happiness"

Malcolm Forbes

SAFETY CHECK

It's important to remember that your safety depends not only on your own actions but on the actions of the people who work with you. No matter how safely you do your work, you're at risk if others around you are taking chances. The best way to keep co-workers on track when it comes to safety is to catch them doing something right. So the next time you see a co-worker doing his or her job safely, go up and give the person a pat on the back. Positive feedback is the surest way to get repeat performance.

MAY MANDATORY TRAINING

Mandatory Training for FY 05 will be conducted during the employee's birth month.



Employees and their supervisors have the opportunity to choose between two dates to attend the training. Everyone is required to attend this training.... Mark your calendar and plan to attend.

The May 2005 training dates are:

3 May 2005
25 May 2005

The location of the training for the above class dates is the new Library/Education Center.

The schedule of training is as follows:

0800-0930 - Alcohol and Drug Abuse
0930-0940 - break
0940-1010- Security
1010-1020 - break
1020-1120 - DA Ethics Training
1140-1240 - Lunch
1240-1540 - E/POSH

ANTI-TERRORISM TRAINING

The May 2005 Level 1 Anti-Terrorism onsite class date is scheduled for **24 May 2005, 0830-1200 hours at the Library/Education Center**. All birth-month employees are required to attend this training **OR** complete this training online prior to 24 May 05 as follows:

The online location of the training is <http://at-awareness.org> the access code is **aware**. Once you get in you will be asked to sign-up. Please complete the sign-up form and submit. After submission you will be able to log on immediately. Make sure that you remember your username and password.

- Click on AT Level 1 Course
- When ready to begin the training - scroll down to Begin the Training and click on cv
- The rest is user friendly

All individuals who choose to complete the training online must print a copy of the certificate of training and fax it to Tami Culbreath at 531-1856. Include the social security number on the certificate of completion.

Employee Assistance Program (EAP) Services

Every Federal agency has an Employee Assistance Program (EAP), which has a goal to restore employees to full productivity. More specifically, the EAP provides free, confidential short term counseling to identify the employee's problem and, when appropriate, make a referral to an outside organization, facility, or program that can assist the employee in resolving his or her problem. It is the employee's responsibility to follow through with this referral, and it is also the employee's responsibility to make the necessary financial arrangements for this treatment, as with any other medical condition.

EAPs are available for employees who have alcohol and/or drug problems who are seeking rehabilitation and the opportunity to become fully productive members of the workforce. Managers and supervisors are urged to become familiar with the EAP and to make referrals and/or recommend to employees that they seek help through the EAP. Participation in the EAP is voluntary and, ultimately, it is the employee's decision to participate or not.

In addition to substance abuse problems, most agency EAPs provide comprehensive counseling and referral services to help employees achieve a balance between their work and family and other personal responsibilities. Job effectiveness can be adversely affected when employees are faced with the mental or emotional problems, family responsibilities, financial or legal difficulties, or dependent care needs. The EAP can be extremely important in the prevention of, and intervention in, workplace violence incidents; the delivery of critical incident stress debriefings; and providing assistance to employees during agency restructuring.

Your Ft Polk POC is

Ms. Urseline Stennis, EAPC
Office hours: 0730-1630 M-F
Location: BLDG 2048, 15th Street
Phone Number: 531-2031/6187

Destiny is not a matter of chance, it is a matter of choice. It is not a thing to be waited for, it is a thing to be achieved.

William Jennings Bryan

HOLIDAY/LIBERAL LEAVE SCHEDULE FOR 2005

HOLIDAY	DATE DESIGNATED	TRAINING/ LIBERAL LEAVE
Memorial Day	30 May 2005	27 May 2005
Independence Day	4 July 2005	1 July 2005
Labor Day	5 September 2005	2 September 2005

Columbus Day	10 October 2005	7 October 2005
Veteran's Day	11 November 2005	14 November 2005
Thanksgiving Day	24 November 2005	25 November 2005
Christmas Day	26 December 2005	23 December 2005
New Year's Day	2 January 2006	30 December 2005

For additional information pertaining to the holiday and liberal leave schedule refer to CPB 01-05 dated 3 January 2005.



REMINDER: The Open Season for TSP is April 15 through 30 June 2005. The Open Seasons will be eliminated effective 1 July 2005.

TSP RATES OF RETURN

Rates of Return were updated on **2 May 2005**.

	G Fund	F Fund	C Fund	S Fund	I Fund
Apr 2005	0.37%	1.35%	(1.90%)	(3.72%)	(2.27%)
Last 12 Months*	4.53%	5.21%	6.35%	8.20%	15.00%
(5/1/04 - 4/30/05)					

The G, F, C, S, and I Fund returns for the last 12 months assume unchanging balances (time-weighting) from month to month, and assume that earnings are compounded on a monthly basis.

The TSP is a retirement savings plan for civilian federal employees. The monthly G, F, C, S, and I Fund returns represent the actual total rates of return used to allocate monthly earnings to participant accounts. Allocations are usually completed by the fourth business day of the month. The returns are shown after deduction of accrued TSP administrative expenses. The F, C, S and I Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The TSP performance history for the past 12 months can be found at
<http://www.tsp.gov/rates/monthly-current.html>.

An Era Comes to an End



Thrift Savings Plan (TSP) Open Seasons will soon be a thing of the past. The last Open Season runs from April 15th through June 30th. During this Open

Season you will again have the opportunity to initiate or change your contributions to TSP. The maximum contributions for this year are 15% for FERS employees and 10% for CSRS and the annual maximum deferral limit is \$14,000. The chart below outlines the timeframes for this last Open Season so you can see when your transaction will be effective and when you can expect to see the new amount reflected in your pay.

Created	Effective	Pay Date*
15 Apr – 11 Jun	12 Jun 05	7 Jul 05
12 Jun – 25 Jun	26 Jun 05	21 Jul 05
26 – 30 Jun	10 Jul 05	4 Aug 05

*Most employees are paid on this date; some employees may be on the alternate week pay cycle.

With the elimination of Open Seasons this means that anytime you have the need to change your TSP contribution, you will be able to do so and the change will be effective at the beginning of the next pay period. If you elect to terminate contributions, it will be effective on the last day of the pay period and you will once again be able to contribute any time after that. These changes to the rules of TSP will allow you to manage your contributions efficiently.

For more information on this exciting program, please visit the TSP website at www.tsp.gov.

A teacher asked one of her pupils, "Can you name our nation's capital?"

The reply was, "Washington DC"

When asked what the "DC" stood for, the pupil added, "Dot com!"

Update!

Have you noticed that in the Employee Benefits and Information System (EBIS) you can now retrieve your TSP balances electronically? To do this you will need your TSP PIN.

In the *My Profile* area, select *Enter My TSP Account Balance* and click the *Retrieve TSP Data* button to start the process. Enter your TSP PIN when prompted. Your balances will be returned within a short period of time. To complete the information, enter your fund allocation percentages to the right of the balances and then click the *Update TSP Data* button. This will save your information. When you access your Personal Statement of Benefits, your newly updated TSP balances will be reflected.

We continually strive to improve EBIS for your use. Many of the changes you have observed over the last couple of years have been initiated because of feedback from you. If you have suggestions for improvements, please let us know by using the email address at the end of this newsletter. We want your visit to EBIS to be a great experience!

If you are currently using the new Army portal, you can access the ABC-C and EBIS site from there.

Living with Asthma and Allergies

Have you been diagnosed with Asthma or seasonal allergies and you dread certain times of the year that trigger flare-ups of these conditions? Here are some tips to help with controlling Allergy and Asthma symptoms and help you to lead a more active life during allergy season.

Tips for Keeping Your Life Allergy-Free

1. Keep your windows closed.
2. Install air conditioning or an air cleaner with a special HEPA filter.
3. Air-condition your car.

4. If your symptoms occur mainly during damp weather, ventilate your house to keep moisture down.

5. Buy a dehumidifier.

6. Use fungicides on humid areas such as bathroom and basement walls. **A bleach solution of 3/4 cup per gallon works in most situations.**

7. Keep pets outside. If that's not possible, keep pets out of your bedroom at all times.

8. Wear a HEPA filter mask (available at any hardware store) when vacuuming, sweeping or gardening, or hire someone to do these chores.

9. Avoid smoking and ask others not to smoke in your house.

10. Stay away from aerosol sprays, perfumes, room deodorizers, cleaning products and other substances that seem to worsen your symptoms.

11. Mattresses are prime sources of dust mites and other allergens. Encase your mattress and pillows in plastic, or get synthetic pillows and mattress pads that are washable and wash them frequently in hot water.

12. Get rid of carpets, rugs and heavy drapes. Use washable throw rugs and curtains.

13. Treat your allergies. There are new, effective treatments ranging from over-the-counter antihistamines to immunotherapy (allergy shots). **Ask your doctor for advice.**

14. Limit the time you spend outside during days with high amounts of pollen, dust, smoke or smog in the air.

15. Clean bathroom and kitchen surfaces often with bleach to reduce mold growth.

If you can't apply these suggestions to your whole house, apply as many of them as possible to your bedroom and keep that room sealed off from the rest of the house.

Call the Doctor If: your symptoms get worse over time or if home treatments don't work or symptoms of a severe allergic reaction develop. These symptoms include:

–Wheezing or difficulty breathing

–Swelling around the lips, tongue or face

–Significant swelling around an insect bite

–Skin rash, itching or hives

Many people experience symptoms such as wheezing, coughing, difficulty breathing, chest pain or tightness during increased physical activity. These symptoms indicate that you may be suffering from exercise-induced asthma (EIA). If you believe that your symptoms are from EIA, contact your health care provider to discuss an exercise plan that will work for you.

Tips to Reduce Your Risk for Asthma Flare-ups During Exercise

1. Always warm up before doing exercise and cool down afterwards (10-15 minutes each).
2. If you are on a bronchodilator (quick relief inhaler), use before exercise.
3. Exercise indoors during cold, dry weather.
4. Exercise indoors when pollen counts or pollution levels are high.
5. If you exercise outdoors, breathe through your nose to help warm and humidify the air you inhale.

For more information contact the American Academy of Allergy, Asthma and Immunology at 800-822-2762 or visit their website at www.aaaai.org. For pollen and spore counts go to: www.aaaai.org/nab/pollen.stm.

Information provided by: Health Net Federal Services and Parlay International.

If you would like to receive Asthma education for yourself, family or family readiness group, contact the Bayne-Jones Army Community Health Promotion Program Staff at 531-6880.



Want To Stay Healthy? WASH YOUR HANDS!

Medical experts say that one of the best ways to avoid germs that cause illness is to wash your hands well and often. That's because your hands are the most likely contact point with bacteria, viruses, and fungi, and once germs are on your hands, they have a perfect place to multiply. Then when you hands come in contact with your mouth, nose, or eyes, the germs have an easy pathway into your body.

Studies have shown that there may be as many as 200 million germs on just one of your hands at any given time! The palms are fertile breeding grounds for germs, since there are so many sweat glands (400 to 500 per square centimeter). Germs love warm, moist environments. Your fingertips can also be a favorite place for germs, especially under your nails.

According to some estimates, 95 percent of bacteria found on your hands are lurking under the fingernails. And germs like the backs of your hands, too, where they can hide out in hair follicles.

Washing with soap and running water is the best way to kill or remove germs. But researchers say that most people don't wash long enough. It actually takes several minutes of handwashing to eliminate germs. To make sure you're washing long enough, follow this recommendation from hygiene experts: Keep washing your hands for as long as it takes you to sing or whistle "Twinkle, Twinkle, Little Star."

Mother's Day Statistics

- In the United States, there are about 82.5 million mothers. (source: US Census Bureau)
- about 96% of American consumers take part in some way in Mother's Day (source: Hallmark)
- Mother's Day is widely reported as the peak day of the year for long distance telephone calls
- There are more than 23,000 florists in the United States with a total of more than 125,000 employees. Colombia is

the leading foreign supplier of cut flowers and fresh flower buds to the US. California produces two-thirds of domestic production of cut flowers. (source: US Census Bureau)

- Mother's Day is the busiest day of the year for many restaurants.
- Retailers report that Mother's Day is the second highest gift-giving holiday in the United States (Christmas is the highest).

Happy Mother's Day!

LEAVE TRANSFER PROGRAM

Would you like to assist a co-worker who is in need of annual leave? Then consider donating annual leave to employees enrolled in the Voluntary Leave Transfer Program. To donate leave, submit a "Leave Transfer Authorization" FP Form 25, to the CPAC at Bldg. 412. Who is in need:

Sammie Rogers, DMWR

ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. ogles@polk.army.mil
2. Call 531-4020

Suggestions will be reviewed and addressed if at all possible.

**//Original Signed//
DONALD R. MALLET
Director, Civilian Personnel
Advisory Center**